

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

Dept., Division, Subdivision & Administering Office Address Transit System Development Real Estate Division 2300 Peachtree Summit Building 401 W. Peachtree Street Atlanta, Georgia 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received JUN 16 1983 Application No. 83-858 Date Completed JUN 8 1983 JUL 20 1983	
4. Person to Contact William Swanson/Clarie Whalum		5. Working Title	6. Telephone Number
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest 1982 Latest Present	9. Records Series Title (followed by title used in office, if different) Property Disposition Records Series		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Real Estate is responsible for acquiring right-of-way needed for development of the transit system, which includes property appraisal, negotiation, acquisition and clearance functions. It is also responsible for relocating displaced families and businesses and for operating a salvage yard. In addition, it manages the Authority's real estate interests, which include station concessions, advertising and disposable properties.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the certification, appraisal, Board approval, and bid process for the sale or final disposition of properties acquired by the Authority for the construction of the rail rapid transit system. Included are: property certifications; appraisals (including maps of the property); the Board approval package; the Bid package; documents of sale or final disposition (deeds or lease agreements); and other general correspondence generated during the property disposition process. File is arranged: according to the established numbering system for property disposition as defined in the attached November, 1977 letter. The series is further segmented by East, West, North and South Rail Lines.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old 6 ; Seven to twelve months old 4 ; Thirteen to twenty-four months old 3 ; twenty-five months and older 1 ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers 1/2 ; Shelves _____ ; Other (specify) _____			

The actual record is not referenced that often because a log book is used which lists the most critical items for the property to be sold.

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>X</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need. UMTA External Operating Manual (EOM)  
UMTA C 5010.1 Page I-17 (3-17-83)  
"Records of nonexpendable property acquired with Federal funds must be retained for three years after final disposition of the property."

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other One year after sale or final disposition of property then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to MARTA State Records Center; hold 3 year(s); then
- ☒ Destroy. NOTE:
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

*after or until all audit questions have been answered*  
*Always cross check destruction with Real Estate and Audit*

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above or write additional remarks):

#### 17. APPROVALS

Approved	Department Records Management Officer	Date	5/19/83	Approved	Legal Counsel	Date	5/31/83
Approved	Division Head/Designee	Date	5/26/83	Approved	Division of Audit	Date	6/2/83
Approved	Department Head/Designee	Date	5/27/83	Approved	Department of Archives and History	Date	7/20/83
Approved	Records Management Analyst	Date	5/27/83	Approved	MARTA Management Advisory Committee	Date	